

OFFICE OF THE COMMANDER (DLIS-D)

COMMANDER

Directs the execution of the assigned Defense Logistics Information Services (DLIS) mission to create, obtain, manage, and integrate logistics data from a variety of sources for dissemination as user-friendly information to the warfighter and to provide Information Technology (IT) infrastructure support for the DLIS and Defense Reutilization and Marketing Service (DRMS) worldwide. This is accomplished by providing management oversight for various DLIS functions, including the Federal Catalog System (FCS), the Federal Logistics Information System (FLIS), Military Engineering Data Asset Locator System (MEDALS), Environmental Reporting Logistics System (ERLS), Central Contractor Registration (CCR), Department Of Defense (DOD) Electronic Mall (EMALL), Logistics Information System (LINK), the Hazardous Material Information Resource System (HMIRS), Universal Data Repository (UDR), Defense Logistics Agency (DLA) Map Catalog, Asset Visibility (AV), and other e-Business and Logistics Systems as designated; and directs missions and functions as the single consolidated, centralized agency for all DOD cataloging. Serves as the United States (U.S.) National Codification Bureau; represents the U.S. at North Atlantic Treaty Organization (NATO) Allied Committee 135; and supports Foreign Military Sales (FMS) and other international missions as required.

DEPUTY

Acts for the Commander of DLIS in executing responsibilities.

COMMAND BUSINESS OFFICE (DLIS-DC)

MISSION:

Responsible for the execution of strategic planning, balanced scorecard, contract management, organization/position management, and business process reengineering/improvements. Serves as the liaison between the DLIS Commander, DLIS directorates/offices and Head Quarters (HQ) DLA staff in support of all DLIS Command level actions and suspenses, both civilian and military. Oversees the development and execution of the DLIS Business Continuity of Operations Plan (COOP). Additionally, oversees a wide variety of corporate administrative support in the areas of protocol and conference/meeting administration, event planning, and communications.

FUNCTIONS:

1. Oversees strategic planning and balanced scorecard functions ensuring the alignment with DLA's strategic direction. Ensures the development and tracking of organizational strategic goals, strategies, objectives, projects, and measures.

2. Oversees the performance of the Contracting Officer Representative duties in the administration of all DLIS managed contracts.
3. Oversees content management policy and procedures for content residing on the DLIS Internet, Intranet, and eWorkplace portal.
4. Oversees the administration of the DLA Telework Program.
5. Oversees the DLIS Business COOP.
6. Acts as the Protocol Officer to ensure all Command level functions/events/ceremonies are handled appropriately. Responsible for ensuring coordination between the HQ's Directors Staff Group as well as the Protocol Office and the DLIS directorates/offices.
7. Responsible for handling all military personnel matters, serving as the interface between the DLIS Commander, HQ DLA military personnel, and all other host tenant units in the Federal Center regarding military affairs matters, i.e., officer evaluation reports, awards, ceremonies, etc.
8. Develops/coordinates all applicable reports requested by HQ DLA or DOD, associated with various command level reporting requirements, to include: DLIS' annual report and weekly activity reports, as well as being responsible for responding to all actions emanating from the DLA Director's office or the Information Operations (J-6) offices.
9. Serves in a community relations capacity representing DLIS and the Command at various community activities and events. Provides information on DLIS and our role in providing logistics information for the DOD to community representatives upon request.
10. Serves as the advisor to the Commander and Deputy on special projects that impact overall organizational business processes resulting in business process reengineering efforts.
11. Applies business process improvement methodologies i.e. Lean Six Sigma to promote effectiveness and efficiency throughout the organization.
12. In collaboration with DLA Human Resource Center-New Cumberland (DHRC-N) provides guidance to the workforce on the implementation of the National Security Personnel System (NSPS).
13. Oversees the Command Secretary.

COMMAND BUSINESS SUPPORT BRANCH (DLIS-DCS)

MISSION:

Performs the facilitation of the strategic planning process and assists in the development of balanced scorecard and performance measures. Maintains/validates the DLIS Business COOP. Performs a wide variety of corporate administrative support in the areas of protocol and conference/meeting administration, event planning, and communications.

FUNCTIONS:

1. Responsible for the development and execution of the Corporate Business Plan/Project Action Plan, balanced scorecard metrics, and performance measures. Develops processes

and procedures to effectively manage these outputs ensuring that each product is useful, accurate, and aligns with the mission and strategic direction of the organization. This responsibility includes ensuring that the organizational strategic objectives are in alignment with DLA's strategic direction. Facilitating Corporate Board meetings to review objectives/projects and measures and taking appropriate action where needed.

2. Coordinates review and analysis reports with J-6 and assists in the administration/reporting of the Defense Readiness Reporting System (DRRS) and general statistics (Centralized Management Statistics) for use of local management and DLA.
3. In collaboration with the DLIS Directors and DLA Enterprise Support (DES) Battle Creek coordinates, reviews, validates, and updates the DLIS Business COOP as appropriate to ensure the continuation of functions during an emergency or threat of an emergency, and to efficiently and effectively resume mission-essential functions if they are interrupted.
4. Oversees content management policy and procedures for content residing on the DLIS Internet, Intranet, and eWorkplace portal.
5. Serves as the COR for all DLIS contracts to include IT acquisition, IT infrastructure, and non-IT. Responsible for the administrative duties related to the contract. Review and coordinates contractual documents. Performs as the liaison with other offices concerning appropriate contract costs, availability of funds, and soundness of contractual agreements. Reviews and coordinates all assigned Performance Based Statements (PBSs), Statements of Work (SOWs), and Task Orders (TOs) to ensure compliance with the Federal Acquisition Regulation (FAR) and other applicable procurement regulations. Administers coordination and tracking of all contractor support services and contracts. Advises the Commander/Deputy of the status of active requests for contractual services and contracts currently in effect.
6. Provides guidance on the policies and procedures for development of organization structure, functions, and employee positions. Prepares organizational change packages for HQ DLA approval. Evaluates, coordinates, and recommends appropriate action or organization changes, organization/position titles, mission assignments, function statements, and position structures.
7. Establishes organization structures to effect optimum uniformity, eliminate overlapping, or duplicate responsibilities and ensure mission and operational responsiveness.
8. Furnishes advice and information within the activity on organizations and missions of other DOD components and Federal civil agencies. Develops and manages the position management program to ensure the tracking of all emergency essential positions.
9. Administers the Battle Creek Recruitment Program, including the administration of the Student Temporary Employment Program, and fostering a Government and private sector partnership/outreach.
10. Administers the Commercial Activity (CA) Program and serves as the focal point. Updates/maintains Federal Activities Inventory Reform (FAIR) Act Coding to local conditions based on HQ DLA prototypes, identifying work the Government and private sector will do as a basis for bids. Assists in preparing the Government's bid in accordance with Office of Management and Budget (OMB) Circular A-76. Oversees the development of a Quality Assessment Plan to be used to measure performance. Develops an environmental

assessment and socioeconomic review for functions under study that involve more than 50 employees for any competition. Develops a transition plan associated with transitioning from in-house operations to contract. Develops a contingency plan identifying how the Government will perform a contracted function if the contractor fails to perform. Oversees the development of the cost data and comparison studies associated with the CA Program. Works closely with HQ DLA CA program managers to ensure corporate consistency.

11. Serves as the administrator of the DLIS Visitor Program. Develops and administers policies and procedures for all of the functions relating to this program. Plans and schedules presentations in preparation for DLIS visitors and coordinates all logistics related visits, to include development of itineraries, hotel reservations, transportation, briefings, luncheons, and any related social events.
12. Coordinates all international visitors, including arranging and scheduling visits and briefings by individuals representing international governments and organizations. Ensures security clearances obtained through HQ DLA are appropriate.
13. Prepares and maintains the DLIS mission and biography brochure, distributed to all DLIS visitors.
14. Oversees the preparation of all briefings for the Commander and Deputy to present to DOD, HQ DLA, services/agencies, community leaders, and high-level visitors. Ensures all briefings adhere to command standards. Maintains the central repository of all DLIS briefings presented to visitors both in and outside of the building.
15. Prescribes and implements policies, procedures, and standards governing preparation and presentation of all command briefings. Ensures fact sheets are developed and maintained to elaborate on all briefings and key DLIS functions and initiatives.
16. Develops and implements plans identifying administrative and logistical support to conferences sponsored by the DLIS Command, HQ DLA, military departments, Defense agencies, or other Governmental agencies.
17. Schedules and plans all actions surrounding meetings in support of the DLIS Commander, directors, and support staff.
18. Serves as the administrator for the External Awards Program. Also serves as the Administrator of the Internal Command Recognition Program.
19. Serves as the administrator of the DLIS New Employee Orientation (NEO) and Sponsorship Program. Coordinates the program for DLIS and assigns new employees to a sponsor. Coordinates and schedules a DLIS orientation for all new employees, and works with DHRC-N to ensure new employees receive a new employee package. Works closely with the DES Battle Creek Relocation Assistance Program Manager.
20. Serves as the DLIS point of contact for the DLA Telework Programs. Provides guidance and training to all DLIS employees in accordance with the DLA One Book. Coordinates annual review of all DLIS positions and provides monthly statistics to DLIS management HQ DLA.
21. Serves as the focal point for all of DLIS-D for administrative/budget support.

OFFICE OF INTERNAL REVIEW (DLIS-DI)

MISSION:

Provides the Commander with an independent appraisal of operations and the effectiveness of internal controls. Administers the Freedom of Information Act (FOIA) for DLIS and DRMS and Privacy Act for DLIS. Directs the management and operation of the Management Controls program for DLIS and Financial Operations (J-8) DLIS-R.

FUNCTIONS:

1. Prepares the annual audit plan which is approved by the DLIS Commander and then submitted to HQ DLA Internal Review.
2. Conducts independent reviews of programs and operations to determine adequacy of internal control systems, compliance with applicable laws, regulations, and policies.
3. Surveys potential problem areas, prepares audit programs, summarizes findings, and prepares reports; discusses results with the Commander and directors as directed.
4. Responds to requests for review from the Commander and the Deputy.
5. Performs selective independent follow-up reviews of management actions taken on findings in audit and inspection reports.
6. Monitors internal resolution of directorate findings.
7. Conducts audits/reviews assigned by HQ DLA of DLA Financial Statements.
8. Leads/participates in Enterprise-wide audits as assigned by HQ DLA.
9. Reviews high visibility/cost Economic Analyses (EAs) and Business Case Analyses (BCAs) for acquisition programs.
10. Conducts all hotline investigations pursuant to appropriate DOD and DLA regulations.
11. Administers the External Liaison Program. Coordinates inspections, audits, and surveys conducted by higher HQ and other agencies, i.e., Inspectors General (IG), General Accounting Office (GAO), etc. Oversees implementation of approved actions and provides follow-up status.
12. Conducts Congressional inquiries pursuant to appropriate DOD and DLA regulations.
13. Administers the FOIA and the Privacy Act of 1974.
14. Facilitates the development of the yearly Management Controls Plan objectives and reports quarterly to DLA.
15. Directs the management and operation of the Management Controls program.
16. Writes the DLIS and J-8 Annual Statement of Assurance for the Commander.
17. Serves as DLIS' Privacy Act Officer.
18. Supports DLIS program managers in developing/preparing Privacy Impact Assessments.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE (DLIS-DK)

MISSION:

Responsible to DLIS, DRMS, DES Battle Creek, and DLIS-R for developing, executing, and evaluating their EEO programs. Promotes EEO for all people regardless of sex, race, color, national origin, religion, age, or disability. Assists with workforce recruitment, provides counseling services, complaints processing, and develops programs to promote workforce diversity.

FUNCTIONS:

1. Administers the EEO complaint system. Receives and arranges for investigation and timely processing of discrimination complaints.
2. Responsible for administering the EEO Reaching Equitable Solutions Voluntarily and Easily (RESOLVE) program.
3. Analyzes complaints, both formal and informal, and identifies conditions and circumstances which require further management action.
4. Provides advice and staff assistance to the Director/Commander on EEO program development, execution, and evaluation.
5. Provides supervisory/employee training on EEO responsibilities, goals, and operations.
6. Furnishes advice and assistance to employees, managers, and supervisors, as well as other program officials, in executing program rights and responsibilities.
7. Develops, monitors, and evaluates the field activities' Multi-Year Plan (MYP) Affirmative Action Program Plans (AAPPs)/Management Directive (MD-715).
8. Collects, compiles, analyzes, and reports on statistical employment data to determine progress in achieving EEO goals.
9. Ensures sufficient EEO Counselors and staff personnel are appointed, trained, and available to meet the needs of management, employees, and applicants for employment.
10. Maintains surveillance over personnel programs concerning under-representation.
11. Evaluates EEO program results and recommends changes to enhance their effectiveness.
12. Develops statistics identifying under-represented areas and assists the Human Resource Office in its recruitment efforts.
13. Ensures Special Emphasis Program Managers are trained to provide leadership and guidance to those who share responsibility for meeting program goals for employing minorities, females, Hispanics, and individuals with disabilities. Serves as a liaison with coordinators of community-related programs.
14. Maintains an active role in the community relations aspect of the program.
15. Provides EEO leadership and direction to staff in establishing a positive framework for program operation.
16. Allocates program resources, sets program priorities, delegates authority, and reviews and evaluates program activities.

17. Conducts special studies of local management practices, organizational structures, and employment patterns (career ladders) to determine their effect on EEO/upward mobility.

DIRECTORATE OF LOGISTICS DATA (DLIS-K)

MISSION:

Serves as principal advisor and assistant to the DLIS Commander in providing Logistics Data services in support of the war fighter, U.S. military services, federal agencies, and international allied and industry partners. Responsible for operational control and accomplishment of cataloging support for all National Stock Numbers (NSN) items and other items of supply used or managed by the DOD, other Federal agencies, NATO, and other allied nations.

FUNCTIONS:

1. Performs item name assignment in accordance with DOD directives.
2. Performs Federal Supply Class (FSC) determination by reviewing available technical data and using appropriate cataloging guidelines.
3. Performs item identification preparation and maintenance by recording characteristics data to describe physical and functional attributes of an item of supply.
4. Performs mechanical and manual item entry control prior to stocklist action to prevent duplicate items from entering the FSC. In addition, item reduction studies are periodically performed to eliminate existing duplicate or similar items.
5. Performs technical data validation for purposes of item name assignment, FSC determination, item entry control, and item identification.
6. Performs provisioning support to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapon systems. This is accomplished by reviewing provisioning parts lists and supporting provisioning conferences.
7. Performs data recordation and maintenance to ensure complete, accurate, and current logistics information is recorded on existing items of supply. This is accomplished as a result of item management requests, incompatibility notices, technical data revisions, interchangeability and substitutability decisions, and periodic record reviews.
8. Initiates and revises cataloging tools by developing and maintaining item names, FSC, and Federal Item Identification Guides (FIIG).
9. Performs Supply Support Request (SSR) processing by recording user interests, assigning management data, and reviewing/accepting substitutes offered on consumable items managed by other services or agencies.
10. Performs data dissemination by providing logistics data information to customers upon request.
11. Supports cataloging procedures and systems by reviewing and identifying needed changes and improvements.
12. Supports cataloging policy by reviewing and identifying needed changes and improvements.

DATA MAINTENANCE DIVISION (DLIS-KD)

MISSION:

Serves as the principal advisor/assistant to the Director of Logistics Data in providing data maintenance services in support of U.S. military services, federal agencies, and international allied and industry partners. Responsible for operational control and accomplishment of data maintenance support and cataloging tasks for NSN items and other items of supply used and/or managed by each of these military services, international, and federal agencies. Executes responsibility for the Primary Inventory Control Activity (PICA) and/or Secondary Inventory Control Activity (SICA) data maintenance processes, except Item Management Codes, and identifies special projects to support their initiatives. Coordinates, maintains, and tracks Government Industry Reference Data Edit and Review (GIRDER) data. Assigns, establishes, coordinates, and maintains Commercial Government Entity (CAGE) codes.

DATA MAINTENANCE AVIATION BRANCH (DLIS-KDA)

MISSION:

Provides logistics data maintenance support to the U.S. military services, federal agencies, and international allied and industry partners. Provides logistics information services in support of U.S. military services, federal agencies, and international allied and industry partners. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies. Assigns, maintains, and provides technical assistance to U.S. military services, federal agencies, and international allied and industry partners regarding CAGE codes. Coordinates, maintains, and tracks GIRDER data.

FUNCTIONS:

1. Provides logistics data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance aviation guidance and control requests.
2. Serves as the Navy PICA and SICA focal point for the Navy's participation in the Defense Inactive Item Program (DIIP).
3. Provides support to Time Compliance Technical Order (TCTO) supply data requirements.
4. CAGE:
 - a. Assigns/establishes/maintains CAGE codes in the CAGE Master File.
 - b. Provides technical assistance to services/agencies and private industries regarding CAGE codes.

- c. Assigns/controls/maintains NATO Supply Codes for Manufacturers (NSCMs) and NATO CAGE (NCAGE) in the CAGE Master File.
 - d. Develops and maintains association coding in the CAGE files to identify and maintain parent/affiliation relationships.
 - e. Gathers, maintains, and disseminates socioeconomic information related to contractors in the CAGE Code Master files.
 - f. Approves or rejects proposed maintenance actions involving previously assigned CAGE codes.
5. GIRDER:
- a. Coordinates with industry to validate their reference number data.
 - b. Maintains information regarding the discontinuance of production items by private industry.
 - c. Tracks information regarding the discontinuance of production items by private industry.

DATA MAINTENANCE AVIATION GUIDANCE/CONTROL SECTION (DLIS-KDAA)

FUNCTIONS:

- 1. Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance aviation guidance and control requests.
- 2. Serves as the Navy PICA and SICA focal point for the Navy's participation in the DIIP.

DATA MAINTENANCE AVIATION STRUCTURAL SECTION (DLIS-KDAS)

FUNCTIONS:

- 1. Provides logistics data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance aviation structural requests.
- 2. Provides support to TCTO supply data requirements.
- 3. CAGE:
 - a. Assigns/establishes/maintains CAGE codes in the CAGE Master File.
 - b. Provides technical assistance to services/agencies and private industries regarding CAGE codes.
 - c. Assigns/controls/maintains NATO NSCMs and NCAGE in the CAGE Master File.
 - d. Develops and maintains association coding in the CAGE files to identify and maintain parent/affiliation relationships.
 - e. Gathers, maintains, and disseminates socioeconomic information related to contractors in the CAGE Code Master files.
 - f. Approves or rejects proposed maintenance actions involving previously assigned CAGE codes.

4. GIRDER:

- a. Coordinates with industry to validate their reference number data.
- b. Maintains information regarding the discontinuance of production items by private industry.
- c. Tracks information regarding the discontinuance of production items by private industry.

DATA MAINTENANCE AVIATION/MISSILE SECTION (DLIS-KDAT)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance aviation and missiles requests.

DATA MAINTENANCE LAND/GENERAL BRANCH (DLIS-KDL)

MISSION:

Provides logistics data maintenance support to U.S. military services, federal agencies, and international allied and industry partners. Provides logistics information services in support of the Air Logistics Commands (ALCs), Tank-Automotive and Armament Command (TACOM), Joint Munitions Command (JMC), the Single Manager for Conventional Ammunition (SMCA), Marine Corps Logistics Base, DLA Supply Centers, DLA Inventory Control Point (ICP) managed Land/General, Ground Support, Armament, Communications, and Electronics related commodities.

DATA MAINTENANCE COMBAT SECTION (DLIS-KDLC)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance combat requests.

DATA MAINTENANCE GROUND SECTION (DLIS-KDLG)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance ground requests.

DATA MAINTENANCE MARITIME GENERAL BRANCH (KDM)

MISSION:

Provides logistics data maintenance support to U.S. military services, federal agencies, and international allied and industry partners. Provides on-time logistics information services in support of the ALCs, TACOM, Naval Inventory Control Points (NAVICP), DLA Supply Centers, DLA ICP managed maritime related commodities, the National Weather Service (NWS), and National Geospatial-Intelligence Agency (NGA).

DATA MAINTENANCE MARITIME AIR SECTION (DLIS-KDMA)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance maritime air requests.

DATA MAINTENANCE SEA SECTION (DLIS-KDMS)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance sea requests.

DATA MAINTENANCE TROOP/GENERAL BRANCH (DLIS-KDT)

MISSION: Provides logistics data maintenance support to U.S. military services, federal agencies, and international allied and industry partners. Provides on-time logistics information services in support of the ALCs, TACOM, Communications Electronics Command (CECOM), DLA Supply Centers, DLA ICP managed troop related commodities, Marine Corps Logistics Base, and International customers.

DATA MAINTENANCE COMMUNICATIONS ELECTRONICS SECTION (DLIS-KDTE)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance communications and electronics requests.

DATA MAINTENANCE GENERAL SECTION (DLIS-KDTG)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance general requests.

DATA MAINTENANCE TROOP SECTION (DLIS-KDTT)

FUNCTION: Provides data maintenance support to U.S. military services, federal agencies, and international allied and industry partners with special emphasis on data maintenance troop requests.

ITEM INTRODUCTION DIVISION DLIS-(KL)

MISSION:

Serves as the principal advisor/assistant to the Director of Logistics Data in providing item introduction and tool development in support of U.S. military services, federal agencies, and international allied and industry partners. Responsible for operational control and accomplishment of accurately identifying items of supply and assigning NSNs in support of the 12 cataloging tasks, for items managed by each of these military services, international, and federal/civil agencies. Manages the DOD Demilitarization (DEMIL) coding program in the FLIS, focusing on review, validation, and assignment of appropriate DEMIL codes on DOD inventory items. Responsible for acquiring and sanitizing photographs, pictures, and graphics images in support of all logistics information dissemination products. Compiles, validates, inputs, and maintains graphic file for use by IDS program managers production requirements. Serves as the focal point for Air Force Support Equipment Recommendation Data (SERD) responsibilities.

ITEM INTRODUCTION AVIATION BRANCH (DLIS-KLA)

MISSION:

Provides logistics management data and services in support of U.S. military services, federal agencies, and international allied and industry partners. Provides on-time logistics information services and initiation of new logistics data NSN records in support of the ALCs, Air Force Cryptologic, Aviation and Missile Command (AMCOM), NAVICP, DLA Supply Centers, DLA ICP managed Structural, Aviation/Missile, and Avionics related commodities, as well as NWS, Federal Aviation Administration (FAA), NGA, and International. Serves as the focal point for Air Force SERD responsibilities.

ITEM INTRODUCTION AVIONICS SECTION (DLIS-KLAA)

FUNCTION: Provides item introduction for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction avionics requests.

ITEM INTRODUCTION AVIATION/MISSILE SECTION (DLIS-KLAM)

FUNCTION: Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction aviation missile requests.

ITEM INTRODUCTION STRUCTURAL SECTION (DLIS-KLAS)

FUNCTIONS:

1. Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction structural requests.
2. Serves as the focal point for Air Force SERD responsibilities.

ITEM INTRODUCTION LAND-MARITIME BRANCH (DLIS-KLL)

MISSION:

Provides logistics management data and services in support of U.S. military services, federal agencies, and international allied and industry partners. Provides logistics information services and initiation of new logistics data NSN records in support of the ALCs, TACOM, the JMC, the SMCA, Marine Corps Logistics Base, NAVICP, and the DLA Supply Centers, DLA ICP managed Land/Maritime, Ground Support, Armament, Communications, and Electronics related commodities. Responsible for acquiring and sanitizing photographs, pictures, and graphics images in support of all logistics information dissemination products. Compiles, validates, inputs, and maintains graphic file for use by IDS program managers production requirements. Provides support to DODAC, Locally Assigned Ammunition Code (LAARC), and the Joint Hazardous Classification System Listing.

ITEM INTRODUCTION SURFACE/COMBAT SECTION (KLLC)

FUNCTION:

Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction surface combat requests.

ITEM INTRODUCTION COMMUNICATIONS/ELECTRONICS SECTION (DLIS-KLLE)

FUNCTION: Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction communications and electronics requests.

ITEM INTRODUCTION GROUND SECTION (KLLG)

FUNCTION: Provides item introduction for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction ground requests.

ITEM INTRODUCTION TROOP GENERAL BRANCH (DLIS-KLT)

MISSION:

Provides logistics management data and services in support of U.S. military services, federal agencies, and international allied and industry partner. Provides on-time logistics information services and initiation of new logistics data NSN records in support of the ALCs, CECOM, GSA, Tank-Automotive and Armament Command (TACOM-Natick) and the DLA Supply Centers, DLA ICP managed Communication and Electronics, Clothing and Textile (C&T), and Medical and Subsistence related commodities. Manages the DOD DEMIL coding program in the FLIS, focusing on review, validation, and assignment of appropriate DEMIL codes on DOD inventory items.

ITEM INTRODUCTION DEMILITARIZATION (DEMIL) CODING MANAGEMENT SECTION (DLIS-KLTD)

FUNCTIONS:

1. Provides administration, oversight, management, and program/application maintenance for the DOD DEMIL Coding Program in FLIS. This includes the review and validation of all NSNs entering FLIS as new items, and the operation of the DEMIL Challenge Program in support of the DRMS.
2. Processes DEMIL challenges submitted by the DOD DEMIL Program Office and Services/Agencies (S/As) and provides specialized support and assistance to a variety of activities such as the Trade Security Control Office (TSCO), Defense Criminal Investigative Services, Plant Clearance Offices, the Federal Bureau of Investigation (FBI), and NATO.
3. Serves as program manager for the DLIS DEMIL programs.
4. Reviews and validates all new NSNs entering FLIS for DEMIL coding accuracy.
5. Reviews and validates the active inventory in FLIS for DEMIL coding accuracy.
6. Operates and maintains the Defense Reutilization and Marketing Automated Information System (DAISY) DEMIL Challenge Program.
7. Completes special DEMIL projects submitted by the DOD DEMIL Program Management Office, the services/agencies and other related organizations.
8. Provides specialized DEMIL assistance to the FBI, Customs, TSCO, Plant Clearance Offices, Defense Criminal Investigation Service, NATO, etc.
9. Completes FLIS internal processing of DEMIL actions requiring special intervention.
10. Performs systems surveillance and functional monitoring DEMIL applications within FLIS.
11. Provides DEMIL technical assistance and expertise to the services/agencies, including on-site visits and training.
12. Provides direct updates to FLIS for DEMIL code changes under business agreements with various services/agencies.

ITEM INTRODUCTION GENERAL SECTION (DLIS-KLTG)

FUNCTION: Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partners with special emphasis on item introduction general requests.

ITEM INTRODUCTION TROOP SECTION (DLIS-KLTT)

FUNCTION: Provides item introduction support for U.S. military services, federal agencies, and international allied and industry partner with special emphasis on item introduction troop requests.

LOGISTICS DATA PROGRAM DIVISION (DLIS-KP)

MISSION:

Serves as the principal advisor and assistant to the Director of Logistics Data Management in providing logistics data services for all activities of the Directorate. Serves as the customer advocate/liason to insure logistics data support of the war fighter, military services, civil agencies, and international governments. Develops and implements logistics data procedures and internal DLIS logistics data, provisioning, and international policies for accomplishment of logistics data functions within the Directorate. Functions as the Directorate focal point for the military services and DLA on cataloging policy and procedural matters. Responsible for production control and data systems interface support for the Directorate. Responsible for research and identification of new opportunities for improved logistics data services and expansion of customer base. Serves as liaison for the DLA Supply Centers, Military Services, Civil Agencies, International customers, and private industry. Administers the development, execution, review, analysis, and application of plans, procedures, and systems relating to the FCS. Coordinates and integrates DLIS cataloging support to joint programs. Serves as the U.S. Representative in the U.S./Canada Joint Certification Office. Serves as chair of the Federal Catalog Committee.

LOGISTICS DATA PROGRAM PROVISIONING BRANCH (DLIS-KPD)

MISSION:

Serves as a focal point for the Directorate in providing provisioning services with the military services, federal agencies, private industry, DLA activities, and other DLIS/DLA offices. Responsible for processing provisioning documents, providing data management services, and requirements at guidance and provisioning conferences. Lead DLIS Project Office for cataloging policy, procedures, and functional data systems issues related to Performance Based Logistics/Contractor Logistics Support related Weapons Systems Acquisition Programs. Coordinates and integrates DLIS cataloging support to joint programs.

FUNCTIONS:

1. Serves as the Directorate point of contact for all provisioning and acquisition issues. Manages and provides corporate information to service provisioning, contracting, and management personnel.
2. Markets the services of DLIS applicable to provisioning and acquisition related areas.
3. Drives changes to current provisioning and acquisition guidance and regulatory documents.
4. Performs special projects in support of logistics data management and provisioning.

5. Coordinates Customer Relations Management (CRM) resolutions to customer concerns regarding provisioning, logistics, and cataloging support.
6. Performs provisioning document processing; provisioning training, and staffing provisioning for conferences.
7. Coordinates cataloging actions in support of provisioning requirements, Contractor Supported Weapon System (CSWS), and Performance Based Logistics (PBL) requirements. Includes monitoring and facilitating the timely completion of all post-conference actions.
8. Provides logistics data management services for acquisition programs for the military services and civil agencies. This includes guidance and provisioning conference participation.
9. Approval authority for FCS and Item Name assignment.
10. Leads DLIS Project Office for cataloging policy, procedures, and functional data system issues related to performance based logistics/contractor logistics support related weapons systems acquisition programs. Coordinates and integrates DLIS cataloging support to joint programs.

LOGISTICS DATA PRODUCTION SUPPORT BRANCH (DLIS-KPN)

MISSION:

Performs functions in support of the Federal Item Identification Guide (FIIG) program. Provides oversight and management for characteristic edits guides, FCS taxonomy, FSC mass change, FIIG drawings, and development. Performs functions regarding Mass Change Processes. Provides Federal and DOD Program, Policy, and Resource Management for the FCS and the FLIS. Provides mass changes to FLIS records.

FUNCTIONS:

1. Functions performed in SPT of FIIG program:
 - a. FIIG program, policies, and procedures.
 - b. Master Requirements Directory (MRD), consisting of assigning and maintaining the Master Requirements Codes (MRCs), reply tables, reply codes, Identified Secondary Address Code (ISAC) replies, style data, and ISAC control table inquiries.
 - c. FIIG Drawing cross reference, including maintaining, and revising illustrative, representative drawings for inclusion on the world wide web.
 - d. Characteristic edit guides, including tailored characteristics and ISAC control tables.
 - e. Characteristics search, to identify NSNs to satisfy customer requirements, including asset availability and location.
2. Performs functions for Mass Change Processes.
3. Provides guidance and assistance to the worldwide logistics community interpreting characteristics data procedures, files, databases, and documents.
4. Developing DOD Ammunition Codes, Federal Supply Classification structure, and codes, Item Names and FIIGs.

5. Manages the FSC characteristics database to include establishing the methods and rules used to develop and maintain the cataloging tools required to support the FCS.
6. Provides oversight and management for characteristic edit guides; FCS taxonomy; FSC mass change; FIIG drawings and development; DOD 4100.39-M, Volume 3, Military Standard Item Characteristics Coding Structure (MILSTICCS); MRD; MRCs; reply tables; reply codes; ISAC FIIG styles; ISAC control table; FIIG Drawing Cross Reference; FIIG Availability List; Characteristic Decode Process; Cataloging Handbooks H2, H3, and H6; Conversion of Non-Approved Item Names (NAINs) to AINs; and FSC/Item Name proposals and issues (DD180s).
7. Develops and executes new projects, programs, and system enhancements to ensure the integrity of the characteristics data of the FCS.
8. Coordinates/collaborates with services/agencies, NATO countries and friendly foreign governments regarding proposed changes to characteristics data.¹⁰
9. Serves as focal point for DOD 4100.39-M, FLIS Volume 3, Development and Maintenance of Item Logistics Data Tools.
10. Coordinates and resolves FSC and Item Name proposals and issues (DD 180s).
11. Administers the Federal/DOD Cataloging Program. Oversees FCS Policy.
12. Oversees the development of FCS policy and compliance of policies and procedures; such as NATO agreements, FCS Policy Manual, Military Standard Item Characteristic Coding Structure (MILSTICCS), etc., to manage characteristics data and guarantee a uniform FCS.

LOGISTICS DATA BUSINESS PROCESSES BRANCH (DLIS-KPP)

MISSION:

Serves as a focal point for the Directorate in communicating with the military services, federal agencies, private industry, DLA activities and other DLIS/DLA offices on internal policy and procedural matters related to logistics data. Responsible for the development and administration of all internal logistics data regulations, policies, procedures, and business plans for the Directorate of Logistics Data. Administers the FCS. Develops/maintains policy, directs how the FCS operates, and develops and maintains related manuals, handbooks, and procedures. Lead DLIS Project Office for cataloging policy, procedures, and functional data system issues pertaining to Performance Based Logistics/Contractor Logistics Support related Weapons Systems Acquisition Programs. Coordinates and integrates DLIS cataloging support to joint programs. Provides policy and procedures for DEMIL code changes under business agreements with various services/agencies. Serves as the U.S. Representative in the U.S./Canada Joint Certification Office.

FUNCTIONS:

1. Serves as the Directorate representative for review, coordination, and liaison to CRS Program Manager on CRS functional issues, requirements, interfaces with service/agency legacy systems and training.
2. Manages the development and administration of internal logistics data management regulations, policies, and procedures. Manages the development, administration, and maintenance of the business agreements with DLA, the military services, and other Government agencies for the Directorate. Develops and administers guidance workshops in support of new policies, procedures, or workload.
3. Point of contact with the military services, federal agencies, private industry, DLA activities and other DLIS/DLA offices on policy and procedural matters relating to logistics data management support.
4. Serves as liaison responsible for protecting the services/agencies interests and supporting their requests.
5. Develops procedures and provides technical guidance for performance of cataloging publications, cataloging aspects of item entry control, and technical support to procurement. Develops and maintains control over technical procedures to ensure interface and coordination with supply chain and logistics processes and Communities of Interest which require FCS support or interface.
6. Establishes, maintains, and disseminates a Certified U.S./Canadian Contractor Access List as part of the U.S./Canada Joint Certification Program (JCP).
7. Serves as the U.S. Representative in the U.S./Canada Joint Certification Office accomplishing the following:
 - a. Establishes, maintains, and disseminates a Certified U.S./Canadian Contractor Access List as part of the U.S./Canada Joint Certification Program. The JCP establishes the eligibility of U.S. and Canadian contractors to receive unclassified technical data disclosing critical technology under the control of DOD or Canada's Department of National Defense (DND).
 - b. Collects certification forms (DD Form 2345, a common form used by U.S. and Canadian contractors), maintains their certification status on a website. (Information contained in the database is used by DOD and DND controlling authorities as a basis for approving or disapproving specific requests by contractors for technical data. Contractors that meet acceptance criteria are assigned a 5-year renewable certification code.)
8. Determines priorities of logistics information management work.
9. Serves as chair of the FCC.
10. Provides Federal and DOD Program, Policy, and Resource Management for the FCS.
11. Serves as program manager and performs functions for the following:
 - a. Federal Supply Classification, classification policy, and procedures, including the addition/modification/deletion of FSCs/Federal Supply Groups (FSGs).
 - b. FSC Structure, Groups, and Classes (Cataloging Handbook H2), consisting of assigning new FSC/FSGs, maintaining FSC/FSG tables, Condition Code reduction, and system enhancements.

- c. Item Name policy and procedures, including the addition/modification/deletion of Approved Item Names, basic names, colloquial names, and maintaining Item Name tables.
- 12. Develops policies and procedures for the management of DEMIL data.
- 13. Serves as the primary focal point/liaison for quality and performance measurement issues in support of customers.
- 14. Develops objective goals and qualitative standards for measuring effectiveness and efficiency of operations.

DIRECTORATE OF LOGISTICS SYSTEMS (DLIS-L)

MISSION:

Performs Life Cycle Management of assigned programs, and projects. Provides disciplined project management, systems development management, and systems maintenance support for initiatives and automated information systems. The scope includes new logistics initiatives, new acquisition systems programs, sustainment systems, and systems that must be retired. Performs life cycle management activities for systems required to support DLIS's core logistics data management, for DRMS, DOD Business Transformation Agency (BTA), and for systems where DLA or DOD have assigned program and project management responsibility to DLIS. Supports DOD and DLA wide data sharing practices by making metadata available.

ACQUISITION AND REUTILIZATION DIVISION (DLIS-LA)

MISSION:

Responsible for lifecycle management of systems required to support the acquisition community with information on suppliers making it possible for suppliers to make goods and services available for electronic ordering by DOD customers, and to support the operations of DRMS and the DOD BTA. These systems enable commercial suppliers to register to conduct business with the U.S. government contracting offices, DOD users to order supplies and to track the status of their orders, and to support the business functions of reutilization and disposal of DOD material.

This division is responsible for the following:

- Reutilization and Disposal systems –DAISY and Reutilization Modernization Program (RMP)
- Ordering systems –DOD EMALL
- Acquisition Support systems –CCR, Federal Agency Registration (FEDREG)

FUNCTIONS:

1. Evaluates new or improved information systems technology and recommends improvements.
2. Provides suggestions to managers and business process owners on exploiting new technologies to achieve long-term strategic objectives.
3. Assists in developing and defining system wide design decisions and software design decisions based on knowledge of the current and future business systems and system requirements. Performs product evaluations to propose enhancements to the program manager and process owner.
4. Provides individual program managers advice on technical solutions. This includes providing expert and independent review of: Technical proposals; technical staff qualifications and past performance; design deliverables; and plans for sustainment roles and responsibilities.

CCR/FEDREG BRANCH (DLIS-LAC)

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.

5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the Program Executive Office (PEO) In Accordance With (IAW) DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares statements of work and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, and offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure

everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.

13. Oversees and performs contracting officers technical representative (COTR) functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files, and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide

integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

DOD EMALL BRANCH (DLIS-LAE)

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.

6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares statements of work and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, and offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.

14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files, and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

REUTILIZATION & DISPOSAL SYSTEMS BRANCH (DLIS-LAR)

- DAISY
- RMP

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher),

incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.

15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

DATA VISIBILITY DIVISION (DLIS-LD)

MISSION:

Responsible for lifecycle management of systems that share item, customer, and vendor data with individual users and systems. Provides strategic direction for data sharing policies and practices. Responsible for the management of technology, systems, and processes that promote the sharing of data across DLA, DOD, industry, and with NATO or sponsored countries. Manages other systems that serve to support management activities within DLA and DOD to include environmental and hazardous material management.

This division is responsible for the following:

- Information Dissemination Systems for Items of Supply – Reference Data Environment (RDE), Federal Logistics Information System WEB Query (WebFLIS), Passthrough, Universal Data Repository (UDR), Map Catalogs, Federal Logistics Data on CD ROM (FEDLOG) and Logistics On Line Access (LOLA) Inquiry
- Data Brokering Systems -- Integrated Data Environment's (IDE's) data discovery tools, Master Data Capability (MDC)
- Item Unique Identification (IUID) Registry
- Environmental Systems – Hazardous Material Information Resource System (HMIRS) and Environmental Reporting Logistics System (ERLS)
- Knowledge Management and Productivity Systems – eWorkplace, CRM
- Asset visibility systems – Asset Visibility (AV), Logistics Information Network (LINK), and Defense Supply Expert (DESX)

FUNCTIONS:

1. Evaluates new or improved information systems technology and recommends improvements.
2. Provides suggestions to managers and business process owners on exploiting new technologies to achieve long-term strategic objectives.
3. Assists in developing and defining system wide design decisions and software design decisions based on knowledge of the current business systems and future business and system requirements. Performs product evaluations to propose enhancements to the program manager and process owner.
4. Provides individual program managers advice on technical solutions. This includes providing expert and independent review of: technical proposals; technical staff

qualifications and past performance; design deliverables; and plans for sustainment roles and responsibilities.

ASSET VISIBILITY BRANCH (DLIS-LDA)

- Asset visibility systems
 - AV
 - LINK
 - DESX
 - IUID
 - DLA MAP Catalog

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.

14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and IA principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

SUPPLY ITEM SYSTEMS BRANCH (LDC)

- Information Dissemination Systems for Items of Supply
 - RDE
 - WebFLIS
 - UDR
 - FEDLOG
 - LOLA Inquiry
 - Passthrough

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.

5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure

everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.

13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and IA principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for

access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

ENTERPRISE DATA SHARING BRANCH (DLIS-LDD)

- Information Dissemination Systems for Items of Supply
- Master Data Capability (MDC)
- Integrated Data Environment (IDE) – processes and data discovery tools

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.

5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, and offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure

everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.

13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security

policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

ENVIRONMENTAL AND CUSTOMER SYSTEMS BRANCH (DLIS-LDE)

- Environmental Systems
 - HMIRS
 - ERLS
- Knowledge Management and Productivity Systems
 - eWorkplace
 - CRM

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing and integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.

4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center

staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.

13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide

integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

ENTERPRISE ARCHITECTURE DIVISION (DLIS-LE)

MISSION:

Provides guidance and oversight of DLIS managed programs/systems ensuring compliance with DOD and DLA Business Enterprise Architecture standards. Responsible for oversight and establishment of data element definitions, dictionaries, data quality plans, core data elements, and authoritative data sources used by program/project managers in support of their programs/projects.

FUNCTIONS:

1. Ensure systems for which DLIS is responsible to comply with the DOD and DLABusiness Enterprise Architecture. Works with program managers so they can specify the appropriate deliverables to develop and maintain DOD Architecture Framework (DODAF) artifacts and serves as subject matter experts to help the Program/Project Managers with the review of deliverables from system developers (contract or organic).
2. Works with program/project managers and their systems analysts to ensure the application of sound technical solutions over the life cycle of systems development and maintenance.
3. Serves as Functional Data Administrator for DLIS automated data processing databases, the data residing therein, and related Data Dictionaries/ Directories.
4. Develops, executes, and enforces standard methods and procedures for data administration. Ensures data is standardized within DLA and DOD guidelines.
5. Provides guidance to program/project managers for the identification, establishment, and maintenance of core data elements and authoritative sources that can support the data needs of programs.
6. Responsible for identifying the impact to other systems, sub-systems, and processes of proposed data element additions or modifications.
7. Manages the data quality program for DLIS. Responsible for developing and maintaining processes to define, measure, assess, and correct data quality problems. Works with

program/project managers to develop data quality plans and to help them perform self assessments and to report findings to the Director. Shares experience with organizations that are struggling to measure and correct data quality problems. Leads efforts with industry, DOD, federal, and international organizations to develop common practices (standards) for capturing data accurately, completely, consistently, and in a timely manner at the correct source.

8. Responsible for development and implementation of International Standards as required in support of DLIS.
9. Perform Research and Development under the Defense Logistics Information Research (DLIR) program.
10. Serves as the focal point for all of DLIS-L for administrative/budget support.
 - a. Operational coordination functions:
 - 1) Coordinates and develops process document guides.
 - 2) Coordinates with management on the COOP.
 - 3) Coordinates training requirements for employees.
 - 4) Coordinates reports, data calls, and personnel awards.
 - 5) Tracks all organization management changes specific to their assigned directorate and keeps the directorate organization chart current.
 - 6) Coordinates updates to mission, organization, and functions when appropriate.
 - 7) Coordinates internal control requirements and scheduling internal control reviews.
 - b. Administrative services functions:
 - 1) Performs distribution control of Automated Data Processing (ADP) input/output.
 - 2) Consolidates/processes time and attendance records.
 - 3) Coordinates all personnel actions.
 - 4) Acts as control and reporting point of contact for all budget and fiscal matters.
 - 5) Coordinates with the Financial Operations in reporting, budgeting, and accounting for directorate budget planning/execution.
 - 6) Serves as Responsible Property Custodian, monitors all serialized equipment, and assists in annual inventories.
 - 7) Acts as Terminal Area Security Officer (TASO), the liaison between the computer user and the TASO Administrator.
 - 8) Serves as point of contact between the employee and the Telephone Systems Program Manager.
 - 9) Serves as the directorate Defense Travel System (DTS) liaison between the employees and the DTS Administrator.

FEDERAL CATALOG DIVISION (DLIS-LF)

MISSION:

Responsible for lifecycle management of data systems required to directly and indirectly support the FCS and the management of descriptive, management, and technical data associated with items of supply. These systems provide the means to create, maintain, delete, and make available for distribution item of supply data. Works closely with the Data Visibility Division to ensure the data managed by these systems is shared appropriately.

This division is responsible for the following:

- FLIS
- FIIG/Taxonomy of the FCS
- CAGE
- CRS/Cataloging Workload Tracking (CWT)
- Central Data Library (CDL)
- Quality Database (QDB)/Quality Tracking System (QTS)
- PDMI
- MEDALS
- GIRDER

FUNCTIONS:

1. Evaluates new or improved information systems technology and recommends improvements.
2. Provides suggestions to managers and business process owners on exploiting new technologies to achieve long-term strategic objectives.
3. Assists in developing and defining system wide design decisions and software design decisions based on knowledge of the current business systems and future business and system requirements. Performs product evaluations to propose enhancements to the program manager and process owner.
4. Provides individual program managers advice on technical solutions. This includes providing expert and independent review of technical proposals, technical staff qualifications and past performance, design deliverables, and plans for sustainment roles and responsibilities.

FEDERAL CATALOG SYSTEMS BRANCH (DLIS-LFF)

This branch is responsible for the following programs:

- FLIS
- FIIG/Taxonomy
- CAGE

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage

and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.

6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, and offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and IA principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a

regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

FLIS SUSTAINMENT SECTION (DLIS-LFFS)

- FLIS Sustainment
- FIIG/Taxonomy
- CAGE

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage

and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.

6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, and offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and IA principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a

regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
4. Monitors system performance, data quality, and usefulness. Documents problems, submits them to the appropriate office for resolution, tests solutions, and follows-up with users. Works with customers and source system suppliers to identify data quality problems and to improve data quality.
5. Maintains agreements with logistics data owners to support the continued operation of system interfaces. Updates and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are implemented. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.

Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

FLIS TRANSFORMATION SECTION (DLIS-LFFT)

MISSION:

This section is responsible for FLIS Transformation to include the identification, definition, documentation, coordination, and management of functional and technical requirements for the modernization of the FLIS to meet customer and interfacing system requirements.

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage

resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.

6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.
14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and IA principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.

19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
2. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform post-development activities associated with a program/project.
3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
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Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

FCS TOOLS BRANCH (DLIS-LFT)

This branch is responsible for the following programs:

- CRS/CWT
- CDL
- QDB/QTS
- PDMI
- MEDALS
- FLIS Management Statistics
- GIRDER

FUNCTIONS:

1. Acts as the DLIS program manager for selected DOD, DLA, DLIS, or service/agency sponsored programs/projects that require centralized oversight for requirements definition, design, development, and implementation phases.
2. Manages scope, cost, schedule, performance, risk management, and communications over the life cycle of a system. The life cycle of a program includes concept development (to include logistics studies), system acquisition and development, sustainment operations, and system retirement. Life cycles of related systems generally overlap because a new system will be required to assume the mission of the retiring system.

Concept Development, Logistics Studies

1. Performs market research through the gathering and study of data related to customer preferences, needs, including analysis of customer profiles to determine how to best meet future customer needs. Develops understanding of joint command logistics information needs and uses to partner with Combatant Commanders in developing an integrated data environment. Principal focus area is to improve asset visibility for DOD.
2. Responsible for screening and exploring functional specifications involving new mission and products/services opportunities. Acts as DLIS focal point for customer requirements involving new applications.
3. Conducts logistics analysis of systemic logistics data management issues and makes recommendations to the Commander, to HQ DLA, and to program/project managers responsible for transformation programs.
4. Supports major DLIS customer communities as they transform their logistics systems by promoting sound principles associated with data integration technologies and processes.
5. Uses research of user needs and available technologies to develop initial concept documents, analysis of alternatives, BCAs, and economic analyses to support justification of new systems and processes.
6. Evaluates program results and recommends changes to enhance effectiveness.

Acquisition Development and Sustainment

1. Manages program/project requirements, to include lifecycle documentation required for projects falling under the PEO IAW DOD 5000 series.
2. For approved programs/projects, manages project scope, cost, schedule, and performance.
3. Responsible for organizing teams (e.g. Integrated Product Teams) to ensure the success of the program.
4. Develops mid- and long- range plans, and provides central oversight for requirements definition, design, development, testing, and implementation phases of assigned logistic programs and other integration initiatives.
5. Responsible for establishing and executing plans to manage communications with stakeholders, to document and to manage customer requirements, to secure and manage resources, to manage the development and integration of systems, to ensure security requirements are satisfied, to ensure configuration control processes are in place, to manage and perform system testing, to provide initial and sustained customer support, and to manage system operations after the fielding of the system.
6. Manages the development of the acquisition strategy, prepares SOW and other documentation required to support the contracting process, develops source selection criteria, supports source selection, and provides functional and technical oversight of contractor/development team performance.
7. Manages performance of the development team to ensure cost, schedule, and performance targets are achieved.
8. Obtains resources, financial/human (contractor and government employees) and physical (hardware, software, site hosting), to perform the development and post-development activities associated with a program/project.
9. Coordinates agreements with logistics data owners to support the development, fielding, and support of new data integration initiatives. Develops and coordinates data access policies for applications that provide integrated data and ensures applications comply with the appropriate system security policies. Ensures procedures for assigning access are established. Receives requests for access to data and ensures implementation. Coordinates requirements with security and appropriate data owners.
10. Documents project risks and develops plans to mitigate risks.
11. Develops a fully coordinated plan for the fielding of the new system. This includes working with the appropriate process owners, offices responsible for training, customer interaction center, and outreach teams.
12. Develops a fully coordinated plan for the sustainment of the system upon its fielding. This includes working with the appropriate system hosting activity, customer interaction center staff, and the system/application sustainment team (contract and/or government) to ensure everyone clearly understands the processes used and the roles/responsibilities of offices responsible for supporting operations and the introducing system change/fixes.
13. Oversees and performs COTR functions for contracted IT work.

14. Manages software development projects using project management techniques consistent with the Software Engineering Institute's Capability Maturity Model (level 2 or higher), incorporating Software Quality Assurance and Information Assurance principles and regulatory requirements.
15. Periodically furnishes customer with status reports depicting status of projects, expenditures, and funding allocations. Projects future software development and support workload, along with the associated resource requirements, and provides budget input.
16. Develops and maintains data models. Works with database administrators to implement the physical data model from the logical data model.
17. Prepares project definition and plans within established standards. Serves as the product, project, and proposal management office for property disposal software development projects. Coordinates project schedules and work breakdown structures with the DRMS overall schedule.
18. Assists the customer in developing training plans.
19. Tracks and monitors status of projects throughout the development of the product life cycle. Conducts internal reviews of the project planning, tracking, and oversight activities on a regular basis. Reviews technical, cost, staffing, and schedule performance and ameliorates risk

Systems Operations/Sustainment

1. Develops mid- and long- range plans, and provides central oversight for technical and functional enhancements to operating systems. Responsible for overseeing the execution of requirements management, design changes, development, testing, documentation, and change management.
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3. Responsible for managing customer support activities associated with the initial fielding and with the operation of newly developed applications. Develops procedures and help files and ensures the procedures are available to users on time. Visits customer sites and hosts user conferences in order to explain features and to obtain ideas for correcting problems and designing enhancements. Works closely with the DLIS training office to develop required training programs and schedules.
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Systems Retirement

1. Coordinates schedule with the acquisition development schedule to minimize the risk of adversely impacting logistics operations.
2. Sustain operations by continuing to fix problems while decreasing technical and functional changes to the system.
3. Coordinate phase out schedule with customers and interfacing systems.

INTERNET APPLICATIONS DIVISION (DLIS-LI)

MISSION:

Design, develop, test, deploy, and maintain DLA/DOD Internet-based automated information management systems. These systems include but are not limited to CRM, DLA eWorkplace, Reutilization Systems, and the FLIS web-based interfaces.

FUNCTIONS:

1. Oversee the development and sustainment of Internet based software applications, to include scheduling, resourcing, and monitoring development activities.
2. Oversee the technical development of systems to ensure regulatory and policy compliance and the use of best practices.
3. Represent DLIS on internet related DLA/DOD committees, councils, and technical advisory teams.

PORTAL APPLICATIONS BRANCH (LIP)

MISSION:

Design, develop, implement, and maintain portals and portal applications for DLA and other DOD activities. This includes designing and developing interactive web applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.

FUNCTIONS:

1. Develops portal applications using the latest technologies, tools, and languages.
2. Team with branches in the division to design Portal applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.
3. Provide on-going support for portals and their applications, including administration, maintenance, enhancements, and migration.

4. Assist users in developing content for portal pages.
5. Develop and implement Hyper Text Markup Language (HTML) documents for use in portals.
6. Serve as a member of DLA Councils and Committees, seeking to make data available to DLA employees and customers via portal applications.
7. Provide, design, and administer portal applications to migrate legacy applications.
8. Coordinate with other J-6 sites, contract partners, and the DLIS IT Directorate to administer and maintain portal applications, web server software, ftp and secure ftp servers, database connectivity software and SQL server software.
9. Assures development complies with configuration management, risk management, and information assurance guidelines, procedures, and regulations, developing or redefining such guidance as appropriate.

WEB APPLICATIONS BRANCH (DLIS-LIW)

MISSION:

Design, develop, implement, and maintain web applications for DLA and other DOD activities. This includes designing, developing, and maintaining static web pages and interactive web applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.

FUNCTIONS:

1. Partner with Logistics Systems Program Managers and Sustainment Managers to design and sustain Web applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.
2. Provide on-going support for web sites and applications, including maintenance, enhancements, and migration.
3. Administer customer internet/intranet web sites.
4. Research, analyze, and implement World Wide Web (WWW) technology.
5. Serve as site webmaster.
6. Develop and implement HTML documents for use on the WWW server.
7. Review and implement the policies of DLA Councils, seeking to make electronic data available to DLA employees and customers via Internet applications.
8. Beta test WWW browsers to keep up with the latest in web technology and to use the browsers as test beds for existing web documents and applications.
9. Provide, design, and administer Internet-based applications to migrate legacy applications.
10. Provide developmental assistance and technical oversight for web-based initiatives and programs, to include design standards and documentation, Section 508 of the Disabilities Act, and developmental platforms.

11. Coordinate with the DLIS IT Directorate for administration of web applications, web server software, ftp and secure ftp servers, database connectivity software and SQL server software.
12. Comply with configuration management, risk management, and IA guidelines, procedures, and regulations, developing or redefining such guidance as appropriate.
13. Partner with the DLA Enterprise Data Centers to insure system availability and operation.

MAINFRAME AND MID-TIER DIVISION (DLIS-LM)

MISSION:

Develop and maintain DLA/DOD information logistics management systems for the DLIS and the DRMS, as well as other customer(s) legacy and contemporary systems. Provides sustainment for emerging systems after deployment for DLA/DOD. This includes maintaining, designing, developing, testing, and deploying these systems. Additional responsibilities include introduction of new technologies into supported organizations; requirements determination, analysis, and integration; and developing bridges for testing Commercial Off The Shelf (COTS) products being evaluated to effect system replacements.

FUNCTIONS:

1. Maintaining, designing, developing, testing and deploying supply chain systems.
2. Introduction of new technologies into supported organizations; requirements analysis, and integration; and developing bridges for testing COTS products being evaluated to effect system replacements.

MAINFRAME SOLUTIONS BRANCH (DLIS-LMF)

MISSION:

Designs, develops, deploys, maintains, and integrates automated logistics information systems, primarily the FLIS. Primary emphasis is on support of mainframe applications, integration support is also provided for applications residing on mid-tier platforms and web-based systems.

FUNCTIONS:

1. Performs all work in accordance with the Functional Priority List (FPL) collaboratively maintained by DLIS and coordinated through the HQ DLA J-64 portfolio process.
2. Evaluates systems from a software process improvement perspective and recommends enhancements. Makes technical recommendations for system improvements and efficiencies.

3. Provides suggestions on exploiting new technologies to achieve long-term strategic objectives.
4. Teams with other branches to design WWW based applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.
5. Assists in developing and implementing configuration control plans.
6. Assists in risk assessment and risk management on software development projects.
7. Develops and maintains interfaces of DLIS's systems with various external legacies and emerging new automated information systems using a variety of telecommunications software and protocols. Helps integrate FLIS with other internal and external databases using various distributed database technologies.
8. Provides estimates, cost, and duration of proposed software development projects, and attends walkthroughs to clarify.
9. Writes application programs and job control language to implement software solutions that meet customer requirements. Languages used include Common Business Orientated Language (COBOL), Visual BASIC, and others.
10. Designs and develops office automation applications, utilities, Local Area Network, client server, and communications applications.
11. Resolves hotline and warm line problems and provides periodic reports regarding problem resolution performance.
12. Develops test plans, prepares test cases and data, performs unit and system testing, analyzes and records test results, provides customer a software test report, ensures requirements accuracy and traceability through test and evaluation, and assists the customer in their functional testing.
13. Integrates FLIS with other internal and external databases using various distributed database technologies.
14. Performs application testing related to system software changes and upgrades.
15. Conducts In-Process Reviews (IPR's) to discuss status of project schedules, changes in priorities, new requirements, and funding expenditures and impacts.
16. Furnishes status reports depicting status of projects, expenditures, and funding allocations.
17. Projects future software development and support workload, along with associated resource requirements, and provides budget input.
18. Evaluates and recommends tools and training for requirements definition, product development, and testing.
19. Provides support for contracted efforts to ensure policies and standards are enforced and executed by contractors.
20. Develops and administers training courses to enhance the skills and abilities of operations and functional personnel to better understand and evaluate FLIS processing in conjunction with the DLIS Customer Support Directorate.

MID-TIER SOLUTIONS BRANCH (DLIS-LMT)

MISSION:

Provides systems expertise in requirements analysis, project management, design, development, data modeling, testing, deployment, training, maintenance, and integration support for automated logistics information systems, in support of the DAISY, the Army National Guard and DRMS Decision Support System (DSS), UDR, and Reference Data Environment (RDE). DAISY includes; the Defense Reutilization and Marketing Office (DRMO), Corporate Mid-tier, DAISY National Sales Program (DNSP), Management Information Distribution, and Access System (MIDAS). Primary emphasis is on support of mid-tier applications; integration support is also provided for applications residing on mainframe platforms and web-based systems.

FUNCTIONS:

1. Performs all work in accordance with the FPL collaboratively maintained by DRMS and coordinated through the HQ DLA J-64 portfolio process.
2. Evaluates systems from a software process improvement perspective and recommends enhancements. Makes technical recommendations for system improvements and efficiencies.
3. Provides suggestions on exploiting new technologies to achieve long-term strategic objectives.
4. Develops and initiates strategies for migration of contemporary systems to Enterprise Business System (EBS) standard architecture and keeps abreast of EBS activities
5. Teams with other branches to design WWW based applications that interface with contemporary, legacy, and emerging applications and multiple database platforms.
6. Assists in developing and implementing configuration control plans.
7. Performs risk assessment and risk management on software development projects.
8. Develops and maintains interfaces of DRMS's systems with various external legacies and emerging new automated information systems using a variety of telecommunications software and protocols. Helps integrate DAISY with other internal and external databases using various distributed database technologies.
9. Provides estimates, cost, and duration of proposed software development projects, and attends walkthroughs to clarify.
10. Writes application programs and job control language to implement software solutions that meet customer requirements. Primary languages used include Advantage: Gen, C++, Accell, and COBOL.
11. Designs and develops office automation, utilities, Local Area Network, client server, and communications applications.
12. Resolves hotline and warm line problems and provides periodic reports regarding problem resolution performance.
13. Develops test plans, prepares test cases and data, performs unit and system testing, analyzes and records test results, provides customer with a software test report, ensures requirements

accuracy and traceability through test and evaluation, assists the customer in their functional testing.

14. Performs application testing related to system software changes and upgrades.
15. Conducts IIPR's during projects to discuss status of project schedules, changes in priorities, new requirements, and funding expenditures and impacts.
16. Furnishes status reports depicting status of projects, expenditures, and funding allocations.
17. Projects future software development and support workload, along with associated resource requirements, and provides budget input.
18. Evaluates and recommends tools and training for requirements definition, product development, and testing.
19. Provides support for contracted efforts to ensure policies and standards are enforced and executed by contractors.
20. Assists during the deployment and transition of the system to operational sites.

DIRECTORATE OF INFORMATION TECHNOLOGY (DLIS-T)

MISSION:

Serves as principle information technology advisor to DLIS, DRMS, DES Battle Creek and (J-8) DLIS-R. Provides guidance, planning, and administration, and information technology management.

FUNCTIONS:

1. Provides leadership, accountability, and responsibility for managing, controlling, tracking, and reporting on IT operations and systems.
2. IT operations and systems include IT infrastructure, mid-tier and mainframe support, world-wide telecommunications, local infrastructure, information assurance, customer accounts management, certification and accreditation, IT solutions, software and hardware configuration management, testing and architecture, IT advocacy, IT management support.

INFORMATION ASSURANCE DIVISION (DLIS-TA)

MISSION:

Develops, implements, and sustains a DLA IA Program to ensure the confidentiality, availability, integrity, and non-repudiation of sensitive and classified information and information system resources. Develops an IA Program Plan that outlines the strategic goals and objectives and directs the execution of all assigned IA missions and responsibilities.

FUNCTIONS:

1. Works with the Information Assurance Manager (IAM), Information Assurance Officers(IAO), Program Managers, and Application Developers to prepare the required system and application documentation as stated in the DOD IA and Accreditation Process (DIACAP). The documentation requirement includes preparing the System Security Authorization Agreement (SSAA) and/or the Application System Security Plan (ASSP), which are required to obtain an Authority to Operate(ATO) or an Interim Authority to Operate (IATO).
2. Responsible for developing local guidance and procedures and assisting in the development of security controls for the DLIS and the DRMS IT systems, applications, and resources.
3. Develops and tracks SSAA and ASSP schedules producing reports for command staff and program managers.

CUSTOMER ACCOUNT MANAGEMENT BRANCH (DLIS-TAM)

FUNCTIONS:

1. Responsible for processing, approving, or disapproving requests for access to DLIS and DRMS systems/applications working in conjunction with the Physical Security Office and the Program/Project Officers.
2. Collects requests for access and performs user account administration tasks including creating and deleting accounts and assigning privileges within information systems/applications.
3. Performs regular audits to remove unused accounts in accordance with DLIS, DLA, and DOD policy.
4. Conducts Annual IA Awareness Training and tracks completion statistics.
5. Ensures "User Rules of Behavior" are signed and archived.
6. Performs IT security access control for assigned automated information systems using state of the art tools.
7. Ensures the technical and managerial measures designed to ensure the confidentiality, possession or control, integrity, authenticity and utility of information, and information systems is in place.

TECHNICAL MANAGEMENT BRANCH (DLIS-TAT)

FUNCTIONS:

1. Performs Security Test and Evaluation (ST&E) on all DLIS and DRMS software and information systems which are incorporated into the SSAA and ASSP documentation.
2. Performs system, database, and network auditing
3. Configures, manages, and utilize all security tools.

4. Works with DLIS/DRMS program managers to identify system security requirements as part of the System Development Life Cycle (SDLC).
5. Performs vulnerability scans and penetrations testing.
6. Interprets and implements all applicable laws, regulations policies, and guidance.
7. Responds to incidents including gathering and maintaining evidence, performing forensic investigations working closely and coordinating with the Computer Emergency Response Team (CERT), law enforcement when necessary, and HQ personnel.
8. Serves as the Site IAM and IAO for DLIS/DRMS systems and applications.
9. Performs required actions to comply with CERT taskings ensuring that the taskings are closed by the due date or a Plan of Action with Milestones (POAM) is prepared to show when the task can be completed with appropriate mitigation.
10. Performs firewall changes working closely with the Enterprise Data Center (EDC) and the Network Operations Security Center (NOSC) to ensure the firewall changes were effective.
11. Review transaction logs for potential security violations and prepares reports as required.
12. Analyzes site's infrastructure for potential security flaws.
13. Issues/requests certificates for government data systems.

IT INFRASTRUCTURE DIVISION (DLIS-TI)

MISSION:

Provide a reliable IT infrastructure for all applications and systems while also ensuring that a failsafe COOP capability exists.

FUNCTIONS:

1. Ensures all measures to protect the IT infrastructures critical to the national and economic security of the country are in place.
2. Manages and administers the IT infrastructure which includes: end-user computers, IT Helpdesk, the computer room, Local Area Networks (LAN), Wide Area Networks (WAN), mid-tier servers, mainframes, and databases worldwide.

COMMUNICATIONS CENTER (TIC)

FUNCTIONS:

1. Provides 24x7 management and administrative support services to maintain a secure, DOD, Agency-wide telecommunications site.
2. Performs oversight support for Automatic Digital Network (AUTODIN), Message Accountability and Delivery Systems (MADS), NATO messaging services, classified telecommunications, Command Control Center (CCC), Defense Message System (DMS) and the Global Command and Control System (GCCS).

3. Provides password resets, CAC resets, and performs TASO duties.
4. Maintains and operates the Secure Internet Protocol Router Network (SIPRNET).
5. Responsible for all aspects of COMSEC management, including equipment acquisition and repairs, training for site users, and program administration.

TELECOMMUNICATIONS AND LOCAL INFRASTRUCTURE BRANCH (DLIS-TIL)

FUNCTIONS:

1. Provides telecommunications design and solutions for DLA contingency operations worldwide.
2. Serves as the DLA J-6 technical representative for the Secret IP Router Network (SIPRNET), the Global Command and Control System (GCCS), High Frequency (HF) Radio, DDOC technical representative, Agency spectrum manager and technical expert in the area of spectrum management and is assigned as the DLA/DCMA Frequency Manager.
3. Agency Official Primary Representative (OPR) for development and maintenance of the DLA One Book on Information Operations, Technology Services and Infrastructure Support, and Telecommunications Management.
4. Manages the site's computer complex.
5. Performs all administration and operations for all DLIS/DRMS LAN supported computer systems and network servers.
6. Manages all end user based hardware and software.
7. Provides a 24x7 IT helpdesk.
8. Manages computers in a networked environment, including hardware and software management, software distribution, software version control, system back-up and recovery, printer spooling, job scheduling, virus protection, and performance and capacity planning.
9. Installs and maintains LAN/WAN equipment and similar IT hardware and software.
10. Provides access to a public telecommunication infrastructure, such as the Internet, to provide users or offices at remote sites with secure access to the network.
11. Provides telephone, conferencing, and VTC services to the organization.
12. Provides, manages, and administers the FTS2000, DSN Government long distance services, AUDIX (voice mail), and calling (credit) card services.
13. Manages and administers the network infrastructure which includes the computer room, LANs and WANs, and mid-tier servers.
14. Serves as COTR for telecommunications-related contracts.
15. Maintains oversight of wireless/mobile devices.

MID-TIER AND MAINFRAME BRANCH (DLIS-TIM)

FUNCTIONS:

1. Installs and maintains mid-tier computers, back-up equipment, and similar hardware and software.
2. Specifies level of resources, including facilities, equipment, and human resources required to support the production environment.
3. Maintains and supports all system and application databases.
4. Updates operating systems and COTS software.
5. Monitors and supports applications within the DISA mega center and EDC.
6. Provides EDC COTR duties.

IT MANAGEMENT SUPPORT DIVISION (DLIS-TM)

MISSION:

Provides business support services for the DLIS-T organization.

FUNCTIONS:

1. Manages and tracks all assets that support IT functions.
2. Provides IT Asset Management services for the site and supported organizations.
3. Establishes IT Asset Management procedures and policies for IT.
4. Performs IT Responsible Property Officer (RPO) functions.
5. Establishes, monitors, and maintains IT property management records, and provides to the Accountable Property Officer (APO) as required.
6. Manages and controls hardware, software, and all other IT assets required to be accounted for on the property book and provides this information to the APO.
7. Administers/maintains IT Asset Management database and the Automated Resource Management System.
8. Maintains IT Asset Management database for all assigned IT assets pertaining to customer IT property.
9. Maintains equipment and cost records related to IT Asset Management.
10. Performs IT Asset Management inventory of IT assets.
11. Purchases IT equipment and supplies using the government credit card within the approved purchase limit.
12. Purchases IT equipment and supplies using the government credit card outside the limits of the credit with proper approval and documentation.
13. Acquires programming and operational support for personal, mid-tier, and mainframe computers and LAN/WAN projects and platforms.
14. Performs COTR duties for IT contracts.

15. Monitors government and contractor systems development activities to ensure performance and progress is within contract obligations.
16. Provides technical interpretation of IT contract requirements and resolves disagreements between the government and contractors.
17. Certifies receipt of equipment, supplies, and services identified in IT-related contracts.
18. Requests deobligation of excess contract funds for IT-related contracts.
19. Develops SOW and Requests for Proposal for contractors and contracting agents.
20. Participates in the acquisition process of enterprise-wide level computing resources and associated system and application software.
21. Helps develop Requests for Proposals and associated documentation required for IT-related services.
22. Serves as focal point for receiving and responding to all higher HQ directives relating to performance measures and measurement systems.
23. Analyzes various metrics from the help desk system for trends and develops plans to solve problems and deploy the available IT resources.
24. Sets the organization's rules and regulations to determine the type of internal and external information resources employees can access, the kinds of programs they may install on their own computers as well as their authority for reserving network resources.
25. Conducts a full range of research studies, special projects, and projects of command interest to determine and assess complex operational and policy issues affecting the site's performance and provides research results for decision making.
26. Recommends operational, policy, systems, and procedural changes, as well as business process improvements and plans for implementing them.
27. Coordinates with appropriate organizations to ensure consistent planning and implementation policies.
28. Manages and controls software licenses, which are the legal contract between a software application author or publisher and the user of that application.
29. Serves as the focal point for all of DLIS-T for administrative/budget support.

INFORMATION TECHNOLOGY (IT) SOLUTIONS DIVISION (DLIS-TS)

MISSION:

Provides oversight and management control for IT solutions. Responsible for software quality assurance, quality assurance testing programs, enterprise projects, Business Process Improvements, Requirements Analysis, and life cycle management of IT projects.

FUNCTIONS:

1. Develops and maintains the IT Advocate program to foster improved customer support to IT changes.

2. Plans, advises, audits, controls, and operationally implements DLIS/DRMS programs and processes for DLIS, DRMS, DLA, Office Under Secretary of Defense (OSD), and the Services.
3. Consultant and advisor to DLIS functional program managers on critical problems relating to DLIS managed systems.

CONFIGURATION MANAGEMENT BRANCH (DLIS-TSC)

FUNCTIONS:

1. Keeps detailed records and updates information that describes the computer systems and networks, including all hardware and software components.
2. Maintains software configuration, release, and implementation management.
3. Administers the configuration management plan for new system design in accordance to Lifecycle Management procedures.
4. Provides software configuration, release, and implementation management and technical support for data query reporting.
5. Serves as program/project manager for initiatives related to site's information technology architecture and integration with DLA, DOD, and other customer platforms.
6. Establishes and maintains liaison with HQ DLA, service/agency, and contractors to execute strategies for improved configuration management processes.
7. Administers the problem reporting system, including developing and enforcing policies, procedures, and inquiries regarding problem report processing for the site.
8. Serves as chairperson of boards controlling the configuration of the system, e.g., Configuration Control Board.
9. Coordinates system releases with the development and operations organizations as well and/or contractors.
10. Develops and enforces policies to manage IT software configuration including inventory controls, software library change controls, and auditing procedures.
11. Maintains control of "frozen library" to ensure all application software placed in production is the tested version from the frozen library.
12. Controls and performs software populating from the frozen libraries to production.
13. Approves new IT-related projects.
14. Administers the Software Quality Assurance program, including participation in establishing and enforcing policies, plans, standards, and procedures pertaining to the management and integration of system requirements.
15. Operates an ADP documentation center and ensures all documents residing in it are secure.
16. Ensures compliance with technical infrastructure and architectural guidelines.
17. Maintains reference libraries on the installed base of IT hardware, software, and applications.
18. Maintains the system managers' logs to ensure an audit trail for the resolution of problems.
19. Responsible for table management.
20. Ensures web applications are 508 Compliant.

TESTING AND ARCHITECTURE BRANCH (DLIS-TST)

FUNCTIONS:

1. Develops Test Plans and performs assurance and interface testing for assigned systems.
2. Assesses impacts of changes to other systems via QA testing techniques.
3. Performs test support for system software upgrades/releases prior to implementation to ensure there is no impact to DLIS functional applications.
4. Performs, as the Office of Test and Evaluation (OT&E), software testing to meet functional and operational requirements.
5. Develops test plans and executes testing of FLIS applications, in the QA Region, in support of COOP testing.
6. Creates test analysis reports for all test executions, except problem reports.
7. Coordinates and implements the service/agency interface test requirements to ensure validity of DLIS software changes affecting the logistics community.
8. Acts as DLIS focal point for interface testing requirements with the services/agencies test coordinators and HQ DLA personnel.
9. Coordinates and implements the service/agency interface test requirements to ensure validity of DLIS software changes affecting the logistics community.
10. Designs, maintains, and controls the STDB for all levels of software testing.
11. Ensures all levels of testing are documented and performed according to new or revised requirements.
12. Designs, maintains, and controls the standard Baseline Test Bed (BLTB) of transactions.
13. Investigates, selects, and implements test tools, techniques, and procedures in accordance with best business practices.
14. Performs, as the Office of Verification and Validation (IV&V), testing to ensure all software life cycle processes including acquisition, supply, development, operation, and maintenance are completed in accordance with applicable DOD acquisition directives.
15. Designs IV&V processes that determine if the software satisfies intended use/user needs by performing analysis, evaluation, review, inspection, assessment, and testing of software products and processes.

DIRECTORATE OF CUSTOMER SUPPORT (DLIS-V)

MISSION:

Acts as the principal advisor and assistant to the DLIS Commander to implement policies and objectives related to customer support, customer interaction, outreach, and training. Coordinates the DLIS worldwide information dissemination of products and service. Coordinates customer

outreach activities and provides training to U.S. Government and military agencies, NATO, and other foreign governments.

FUNCTION:

Serves as the focal point for all of DLIS-V for administrative/budget support.

CUSTOMER INTERACTION DIVISION (DLIS-VA)

MISSION:

Serves as DLIS' program manager for customer service, customer satisfaction, marketing, on-line access control, subscriptions, market research, and Customer Assistance Visits (CAVs). Operates a 24/7 contact center in support of DLA and DLIS customer base. Conducts surveys to determine the level of satisfaction with DLIS' products and services.

CRM BRANCH (DLIS-VAA)

FUNCTIONS:

1. Provides the DES CRM functional support for applicable workstreams such as the Lead Business Process Analyst (BPA) for Customer Relationship Management (CRM), Service, Opportunity Management, Customer Outreach, and Enterprise Customer Master (ECM-Analytics).
 - a. Service Management: Includes the Service Interaction Management capability (Customer Interaction Center, first level contact) which is responsible for providing a consistent exchange of information between the customer and DLA ensuring that customer inquiries are directed to and effectively managed by the appropriate channel for action. It also includes the Resolution Management capability (second level) which is the process associated with the identification, capture, and management of customer needs, requests, and issues through to a timely resolution.
 - b. Opportunity Management: Includes the Account Management and Opportunity Management capabilities. Account Management is responsible for implementation of processes and tools that enable the creation, management and execution of joint enterprise account plans with our customers. Opportunity Management is designing and implementing consistent enterprise sales processes and methodologies to drive ownership and reporting during the pursuit and execution of business opportunities.
 - c. Customer Outreach: Contains the Segment Management and Marketing Execution capabilities. Segmentation defines our customer groups based on select attributes and characteristics to decide the best mechanism to interact with them and includes DODAAC and Non-DODAAC customers. Marketing Execution conveys DLA

capabilities to our customers through more effective communication as well as providing a more effective and efficient repeatable process for DLA marketing activities.

- d. Enterprise Customer Master (ECM) provides the ability to quickly access consolidated customer data at the highest level across the DLA enterprise to identify the customer only once, preventing redundant or fragmented customer information. The ECM is the authoritative source for business partner data. It serves as a master data dictionary of customer information used by Account Managers, Marketing Managers, and Sales Managers to construct profiles.
2. Provide support for existing functionality and participate in the development of new initiatives and projects. Analyze business requirements, needs, and objectives and identify solutions to support them. Assists with the implementation of CRM enhancements and testing. Prepare program functional and testing documents for new requirements and for on-going maintenance and support of CRM capability.
3. Acts as the change agent for DLIS' customer facing operations. Facilitates DLIS' transition from an internal product/process oriented organization to a more customer-oriented organization.
4. Serves as program manager for customer satisfaction surveys that measure customers' perceptions of DLIS products and services. Conducts focus groups to obtain customer opinions and recommendations to design new products or improve existing products.

CUSTOMER INTERACTION CENTER (CIC) (DLIS-VAB)

FUNCTIONS:

1. Serves as the DLA CIC, answering customer queries that cover the total spectrum of DLA business processes. This mission also includes providing CIC training, Standard Operating Procedures (SOP) updates, etc., as core business processes change.
2. Serves as the electronic commerce information center for receiving and processing customer inquiries on DOD electronic commerce programs.
3. Develops reports provided to management displaying CIC metrics.
4. Serves as focal point for vendor inquiries on how to do business with the Government.
5. Maintains information on the DLIS Bulletin Board and the DLIS home page for customer inquiries and information on products and services.
6. Conducts studies and analysis relating to technology and customer requirements to assure the CIC is providing best value services at optimal costs.
7. Participates in studies and reviews to resolve customer problems.
8. Serves as the focal point for the information technology requirements associated with the CIC including coordination of all SAP CRM, call monitoring, and telephone issues.
9. Assists in the development of technology requirements for efficient operations of the CIC.
10. Serves as the DOD EMALL Help Desk Support.
11. Serves as the Registration Assistance Center(RAC) for CCR support.

CUSTOMER OUTREACH AND TRAINING DIVISION (DLIS-VB)

MISSION:

Acts as the principal advisor for customer outreach, customer training, and functions as the National Codification Bureau of the United States. Sets overall policy and procedures for product use. Conducts a comprehensive training program in both the FCS and supply chain management skills for internal and external customers, including administration of DLIS' intern programs.

OUTREACH BRANCH (DLIS-VBA)

FUNCTIONS:

1. Serves as the product manager for regularly scheduled Compact Disc- Read only Memory(CD-ROM) and Digital Video Disc (DVD) products. Conducts research and prepares requirements for the products. Extracts data used in the products. Performs quality control checks to assure data accuracy and product performance.
2. Researches, analyzes, designs products, and maintains the newest FCS and other logistics information hard copy and soft products.
3. Serves as printing specialist for product replication by the Defense Automated Printing Services.
4. Serves as the project manager for the Integrated Publishing System and for the FLIS publications history file.
5. Responsible for electronic conversion of products such as Portable Document Format (PDF), Standard Generalized Mark-Up Language (SGML), and HTML for data storage and complying with national standards for electronic data exchange.
6. Converts documents for use on WWW and CD-ROM applications. Links documents for CD-ROM.
7. Develops and maintains Document-Type Definitions (DTDs), Translation Tables (TTs), and Style Specifications (SSs) for data extracted from FLIS for the publishing system.
8. Develops production schedules and quality controls for logistics information dissemination products.
9. Participates in studies and projects related to logistics information electronic products, systems, projects, and programs.
10. Performs surveillance and provides functional requirements of mid-and long-range plans and logistics information objectives for electronic data products.
11. Prepares the Afloat Shopping Guide.
12. Responsible for CD Mastering. Develops original masters and produces CD-ROM/DVD products for DLIS customers. Researches and implements modifications to existing

CD/DVD information products. Initiates corrective action on problems related to technical content impacting production and use of the CDs/DVDs by customers.

13. Conducts/participates in studies and projects related to information products, systems, and programs.
14. Researches, designs, develops, and produces in multiple media, on a one-time and cyclic basis, Tailored Data Products (TDPs) consisting of database extracts from the FLIS, Central Contractor Registry, and other databases.
15. Assists on-line program managers in identifying on-line system problems. Documents problems, submits them to appropriate offices for resolution, tests solutions, and follows up with users to ensure resolution.
16. Serves as administrator for the DLIS Mailing Labels System (DMLSS); responsibilities include product manager and service/agency controller.
17. Provides current information for DLIS and DLA home pages for customer inquiries of DLIS, and for advertising new products, services, and events.
18. Serves as program manager for DLIS account management efforts. Analyzes market information on products, services, and opportunities, and recommends product managers develop new products or enhance current products to meet customer needs. Coordinates DLIS participation at conferences, workshops, and expos, and reviews and coordinates speaking/presenting opportunities across directorates.
19. Facilitates the creation of brochures, reports, correspondence, videos, and visual presentations for publicizing products and services. Works with Public Affairs Office, to develop material required for external media.
20. Facilitates the creation of Strategic Marketing Plans across the organization to identify and set objectives for reaching targeted customer/product markets.
21. Receives, evaluates, and provides responses to inquiries for subscription requests related to DLIS logistics information products/services.
22. Processes orders for individual DVD and CD-ROM products for the private sector. Assists in the ordering and usage of these products.
23. Manages the fulfillment of customer requirements for publications produced by the DLA, to include the Customer Assistance Handbook, Conversion Calendar, and Loglines.
24. Assists HQ DLA with corporate marketing events and partners with other DLA activities as required.
25. Partners with the program managers for pricing of DLIS information dissemination products. This includes establishing annual subscription rates, the annual printing budget, determining annual reimbursables, providing annual activity based costing statistics for service level billing, and participating in unit cost management/financing.
26. Provides DLIS-Europe/Pacific customer representatives to perform a variety of activities in support of DLA CSRs and military customers. These activities include conduct training to officers and enlisted personnel on DLA/DLIS systems, products, and services; assist customers in gaining access and using DLA and DLIS automated systems and products; brief and attend conferences; distribute promotional information to help introduce customers to DLA/DLIS systems, products and services; and provide valuable customer feedback to DLIS Program Managers for improvements, corrections, or enhancements.

TRAINING BRANCH (DLIS-VBB)

FUNCTIONS:

1. Develops, schedules, and conducts the DLIS Customer Training Program for all Federal, military, and civilian Agencies, NATO, and foreign countries, and local personnel operating and utilizing the FCS DLIS information products.
2. Coordinates, develops, schedules, and conducts training as part of the full-up round support of cataloging information acquisition, maintenance, and dissemination.
3. Serves as the program manager for all distributed learning training and related applications including development of Computer Based Training (CBT) and Web-Base Training (WBT) products; satellite/VTC/Webinar classroom training and video-streaming classroom training.
4. Serves as program manager for all DLIS products/services training programs. Includes the identification of training requirements, curriculum development, recruitment and processing support, training execution, and program assessment.
5. Provides support to directorates and offices for training requests, tailored training, classroom requests, individual training plans, coordination with DRMS training staff and other corporate training requirements as needed.
6. Provides instruction to meet service school requirements. Delivers tailored courses on products, services, and operations to the various military service schools. Partners with Military Service Schools to facilitate joint curriculum development opportunities.
7. Oversees the Executive Development and Workforce Development Programs for DLIS in accordance with the Commander's guidance. Performs data calls, arranges training and funding in coordination with the DLA Training Center. Develops new programs to meet the developmental needs of the organizational initiatives to include Mentoring Program and Job Shadowing Program. Responsible for all DLIS leadership initiatives to include developing and maintaining program guidance, coordinating with contractor(s) for on-site training sessions when necessary, and tracks program participation.
8. Develops, coordinates, and executes an annual corporate training plan to facilitate the delivery of proper knowledge and skills to the workforce in order to meet the mission, strategic goals, and objectives. This includes administering needs analysis, gathering requirements, coordination with DTC, developing rosters, coordination with Training Coordinators, and reviewing course evaluations. Manages Corporate Training Budget.
9. Responsible for integrating/communicating DLA wide developmental programs to the DLIS workforce. Serves as an active working group member and liaison between HQ and DLIS on Enterprise Leadership Development Program initiatives. Coordinates names for participation and tracks progress in DLA level training programs.
10. Customizes leadership training for DLIS supervisors/managers based on Climate/Culture results and other local input. Provides guidance and training opportunities to DLIS Supervisors on Multi-source Feedback and Behavior Based Interviewing tools.

NATIONAL CODIFICATION BRANCH (DLIS-VBC)

FUNCTIONS:

1. Provides U.S. representation to NATO panel and subgroup meetings of the Group of National Directors on Codification (NATO Allied Committee 135) and to the Pacific Area Cataloging Seminar (PACS).
2. Provides liaison and technical assistance to NATO countries, other allied nations, and U.S. security assistance activities. This includes resolving problems, issues and proposed changes related to NATO CAGE codes.
3. Insures the U.S. commitments, as agreed to by codification Standard NATO Agreements (STANAGs), are considered in potential changes to Defense logistics policy, in conjunction with the Federal Cataloging Policy Office.
4. Coordinates relevant U.S. proposed system and procedural changes with allied nations and allied proposed changes with U.S. collaborating activities, in conjunction with the FLIS Program Office. Assures the FCS interfaces with NATO and other allied countries. Provides assistance as it relates to the system's input/output data.
5. Provides support to the NATO Allied Committee 135 (Group of National Directors on Codification) and to the Combatant Commands in supporting implementation of the NATO Codification System by Partnership for Peace Countries and other allied nations.
6. Represents the U.S. International Logistics Data Management program within the U.S. Security Assistance and International Logistics Community. Participates in conferences and workshops; coordinates and helps update DOD training materials and otherwise insures visibility and recognition of the program within the U.S. Defense community.
7. Provides technical assistance related to the NATO Codification System to contractors and other non-governmental participants.
8. Develops, prepares, and manages Foreign Military Sales (FMS) cases to provide cataloging services, logistics data publications, consultation and training to allied nations. FMS cases are prepared in accordance with the Security Assistance Management Manual (DOD 5105.38-M) as governed by the Arms Export Control Act.
9. Prepares and processes requests on behalf of NATO countries and other allied nations for special extracts and other services.
10. Sponsors and conducts specialized international cataloging training, at DLIS or overseas (for example the DLIS "NCB College").
11. Provides DLIS and AC/135 representation at ISO meetings and other events related to getting the industry version of the NCS and FCS, as represented by ISO Standards 22745 and 8000, recognized as the worldwide e-catalog standard.

12. Maintains and enhances all the sections of the DLIS Web site related to the NCS and other international cataloging subjects.
13. Provides customer service and support related to NATO Master Catalogue of References for Logistics (NATO MCRL).
14. International liaison for the ACodP-2/3 Multilingual product, which DLIS produces on behalf of AC/135.
15. Responsible for compiling and sending out reports related to international cataloging required within AC/135. The reports include the NATO AC/135 Form 9 (NCB annual report) and the NATO AC/135 Electronic Statistical Report No. 1 (LSA reporting) that is filed twice per year. The ESR1 includes statistics related to the timeliness of processing new item requests received from other countries.

FINANCIAL OPERATIONS J-8 DLIS (DLIS-R)

MISSION:

Develops and maintains objectives to provide support to DLIS, DES Battle Creek, related to budget formulation and execution, financial systems functionality, Activity Based Costing (ABC), BCAs, reimbursables, service level billing, Government purchase cards, the Defense Travel System (DTS), Travel Card program, and Service Level Agreements.

FUNCTIONS:

(Budget)

1. Issues to directorates, oversees, and consolidates information for budget data calls such as, Program Budget Review (PBR), Mid-Year Review, and all other requirements for various budget data calls.
2. Develops/maintains the data call milestone schedules.
3. Prepares execution plans for monthly obligations and execution, expenses, awards, IT labor, revenue, collections, and disbursements.
4. Prepares and provides reports on the Monthly Execution Plan (MEP), Monthly Performance Plan (MPP), Monthly Management Review (MMR), Tri-annual Unliquidated Obligations review, Global War On Terrorism (GWOT), IT Execution Report (ITER), Cash Variance Analysis, Cost Reduction, Accounts Receivable(AR) and Accounts Payable (AP), capital, AR Reconciliation Reports, etc.
5. Develops and updates monthly metrics.
Manages and consolidates the IT budget for base level and DLIS initiatives. Completes IT43 spreadsheets for data calls. Manages and tracks IT authority for both DLIS/DRMS versus execution; reports to DLA monthly.
8. Maintains the capital assets account and depreciation cost, for both hardware and software, which includes asset in-use and those under development, receives funding authority from DLA, processes capital funding document upon request from program

managers, and prepares the monthly capital status report.

9. Conducts Financial Management Board (FMB) meetings. Maintains schedule and prepares minutes.
10. Manages the Reimbursable Program, ensuring reimbursable authority is not exceeded. Collect funds to support cash flow journals. Review Memorandum of Agreements (MOAs) and Inter-service Support Agreements (ISAs) (reimbursable only); gather program specific costs, labor and non-labor; prepare annual revenue and collections plan; and process incoming Military Interdepartmental Purchase Requests (MIPRs), service orders, and various funding documents ensuring reimbursable funds are expended and earned annually. Responsible for monitoring the processing of cash collection vouchers for credit card sales and incoming checks for publications.
11. Manages the Government Purchase Card Program, ensuring adequate funding is obligated for credit card purchase, initiating program improvements, and expansion of program. Recommends appointment of cardholders/approving officials, monitoring, tracking, and reporting credit card usage, completes audits for the government purchase cardtracking statement certifications in the on-line system. Oversees use of the Access On Line System.
12. Oversees and tracks budgets and initiatives, establishes targets, assists Management, and directorate budget representatives with funding problems and questions. Tracks the non-labor targets/obligations, providing detailed spending spreadsheets to applicable directorates and processing funding documents.
13. Submits Summary Targets (SPTR) changes or updates to the Defense Finance and Accounting Service (DFAS).
14. Performs quarterly financial statement analysis. Provides variance reports to HQ DLA.

(Costing)

1. Serves as the Program Manager for Costing.
2. Develops, coordinates, and implements costing policies, procedures, and practices.
3. Develops unit and program cost information for products and services.
4. Primary Point of Contact (POC) and technical expert with functional Program Managers, HQ DLA, and services/agencies regarding costing issues.
5. Manage/maintain the Costing Model (Dictionary) to ensure all work/tasks have appropriate representation and are linked to correct processes.
6. Analyze costs of processes to identify areas that require business process re-engineering.
7. Work with contractors to develop, deploy, and maintain the financial costing system.
8. Provide guidance/assistance on use of the automated system and resolving cost issues.
9. Provide briefings to command staff on program costs.
10. Determines labor and non-labor costs and provides documentation to the ISA office, for each supported agency.
11. Provide costing expertise for various special projects.

(BCA)

1. Serves as the program manager for the BCA Program.
2. Develops internal policies and procedures for the BCA process.
3. Provides technical assistance to functional programs in the development of BCAs, including determining development cost, operating costs, and total costs/savings.
4. Develops and maintains standard requirements. Provides format to functional program managers.
5. Review BCAs to ensure accuracy/completeness along with concepts within each alternative.
6. Coordinates review and approval procedures with DLA.
7. Ensure accurate/updated BCAs are included in budget data calls to secure funding.
8. Primary POC to functional program managers, management and DLA.
9. Coordinate training for employees on the BCA process and development.

(Service Level Billing (SLB))

1. Develops the SLB for submission to DLA and OSD for funding.
2. Develops and maintains the billing methodology in dividing the services into business units.
3. Tracks customer usage within each unit.
4. Determines the cost of each unit and applies an allocation methodology to determine each customer portion of the SLB.
5. Briefs the SLB to DLA and military customers.
6. Primary POC and technical expert with all civilian and military service customers.

(Travel)

1. Administers the travel program.
2. Serves as focal point and program manager for the Hart-Dole-Inouye (HDI) Federal Center DTS.
3. Authorizes and maintains hardcopy Temporary Duty (TDY)/Post, Camps, and Stations
4. (PCS) orders. Maintains obligation authority vouchers.
 1. Administers the Government corporate and individual travel credit card program.
 2. Acts as the DTS financial representative and assists the Help Desk 2 level Financial, Tier 3 to Northrup Grumman Mission Systems (NGMS).
3. Serves as the theatre and country clearance representative for official foreign travel.

(Financial Systems Functionality)

1. Serves as liaison, administers and manages the Defense Business Management System (DBMS). This includes coordination of creating, changing, or deleting organizational cost accounting codes and office tasks.
2. Provides policy and guidance on financial reporting to include training on the operations of the financial systems as well as proper time and

attendance reporting.

4. Serves as program manager for the Automated Time and Attendance Productivity System (ATAAPS) and Time and Attendance System.
5. Compiles and analyzes information from the automated systems/sources, such as labor reporting and associated costs.
6. Serves as the focal point on HQ DLA teams involving system changes to financial systems.
7. Works with contractors to develop, deploy, and manage the Time Attendance System.
4. Analyzes functional user requirements/recommendations and prepares applicable system change requests necessary to implement changes. Also performs functional testing of the system.
5. Provides guidance/assistance on the use of the automated financial systems and resolves any related issues.

(Service Level Agreements)

1. Serves as Support Agreement Manager (SAM) and administers the interservice and intergovernmental support program, in accordance with DOD 4000.19.
2. Prepares, negotiates, coordinates, and maintains ISAs, Performance Based Agreements, SLAs, and Memorandums of Agreements/Understandings.
3. Figures cost computations for reimbursement of ISAs, in accordance with DOD 4000.19.